



Arizona Department of Education
Tom Horne, Superintendent of Public Instruction

CACFP MONTHLY EXPENSE WORKSHEET

Sponsoring Organization _____

Site _____

Month/Year _____

LABOR EXPENSES

				Benefits	
A	B	C	D	E	F
POSITION	TOTAL FOOD SERVICE HOURS PER MONTH (FROM TIME DISTRIBUTION REPORT)	SALARY PER HOUR	GROSS PAY (B X C)	PERCENT OF TIME SPENT ON CACFP TASKS THIS MONTH B ÷ TOTAL MONTHLY HOURS	CACFP PORTION OF BENEFITS E X TOTAL BENEFITS PAID TO EMPLOYEE

TOTAL: _____

SALARIES

BENEFITS

FACILITY EXPENSES

SQUARE FOOTAGE OF CACFP FOOD SERVICE AREA ÷ TOTAL SQUARE FOOTAGE OF FACILITY = PERCENT ATTRIBUTED

_____ ÷ _____ = _____

(KITCHEN, FOOD STORAGE, EATING AREA)

(ENTIRE FACILITY)

(COLUMN C)

A	B	C	D
SERVICE	BILLED AMOUNT	PERCENT ATTRIBUTED TO CACFP	TOTAL (B x C)
COMMUNICATION AND UTILITIES			
RENT OR MORTGAGE			
CONTRACTED SERVICES			